



FWS CLOUD DESKTOP QUICKSTART GUIDE

Welcome to the FWS Cloud Desktop Service.

This guide will help you get started quickly and easily. To access your desktop please visit:

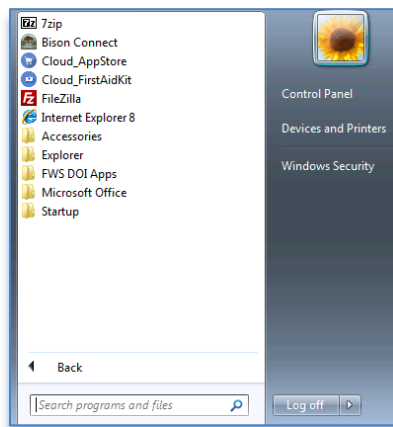
<https://cloud.fws.doi.net/>

Once you have logged on using your Active Directory (AD) credentials or smart card, select the mode for your virtual desktop session:



- **CloudDesktop** – Provides a familiar user interface which mimics a Windows 7 desktop.
- **CloudStart** – Provides a pop-up style menu of available programs & may be preferred by mac users and IT personnel.

In either mode, the first time you connect will take a couple of minutes while your account is being provisioned.

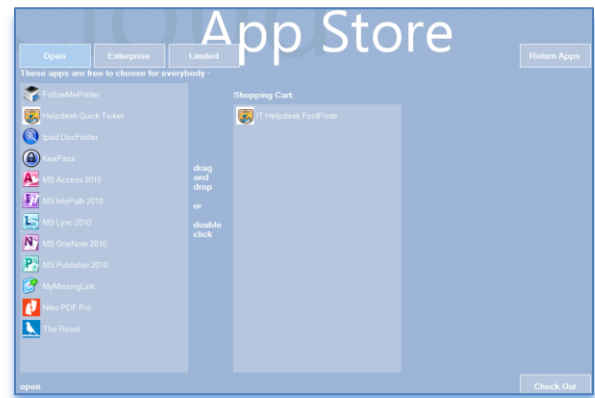
Common CloudDesktop Icons



Notable features & suggestions

- Use Explorer to find your mapped drives
- CloudDesktop mode launches full screen. To exit full screen mode, just press [shift+f2].
- You can see your programs through “All Programs,” similar to Windows 7.
- You can save docs to your normal network shared drives or to your “CloudHome” drive under Favorites.  Favorites  Cloud Home COOP
- You should always save your work before disconnecting or logging off.

Using the CloudDesktop App Store



- Your CloudDesktop comes with standard applications such as Microsoft Office products. Click the Cloud_AppStore icon for other apps available to you.
- From the App Store, drag and drop applications to your shopping cart. Click “Check Out” in the bottom right hand corner when finished.
- Your new applications will be available the next time you log-on.
- Available “Enterprise” and “Limited” apps vary based on your level of access.

Cloud First Aid Kit

Once you have checked out of the app store and are back on your virtual desktop, you can click on the “Cloud_FirstAidKit” icon for fixes to some of the most common desktop problems.

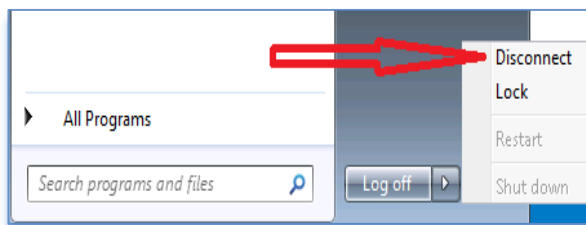




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Disconnecting vs Logging off

- When leaving CloudDesktop, you can either “Log Off” to close everything, or “Disconnect” to only pause your session.
- When you “Disconnect”, your open programs will still be open when you return (for up to 2 hours).
- This feature allows you the flexibility of pausing your work and returning to the same session later, or on another device.



Cloud Disconnect

Additional Questions?

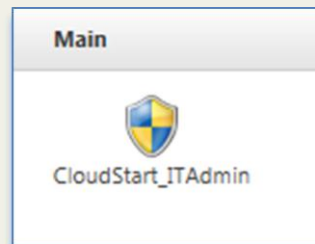
For more information on any of the features described in this “Quickstart guide” please visit the “Welcome to the FWS Cloud” document.

If you have any questions or concerns a copy of the most Frequently Asked Questions can be found at: [\(link needed\)](#)

For technical assistance please contact IRTM Enterprise Support at 1-800-520-2433.

Cloud IT Admin

IT personnel logging in using their elevated account will see the following icon:



Cloud IT Admin allows IT personnel to log on to a virtual system to run various admin tools such as putty, active directory users and computers, remote assistance and more.

Other administrative tools can be added by visiting the app store as well.



Cloud IT Admin Tools